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HOSPITAL EQUIPMENT NOTE

ADMINISTRATIVE DEPARTMENT

18

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DEPARTMENT OF HEALTH
AND SOCIAL SECURITY

HOSPITAL EQUIPMENT NOTE NO. 18

Administrative Department

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I. Scope

This Equipment Note gives guidance on the basic equipment requirements for an Administrative Department. It is intended to be read in conjunction with Hospital Building Note No. 18 which relates to the design and planning of an Administrative Department at district general hospitals varying in size from 300 to 800 beds and with related diagnostic and treatment facilities for out-patients.

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout this Note:

The term "equipment" covers all items necessary for the functioning of the hospital. Short-term consumable supplies such as fuel, stationery and food, are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable to the department described in Building Note No. 18 and has been listed in room (or space) sequence conforming to the Building Note. The lists are drawn up in such a way that they are applicable to departments of varying sizes and of varying designs within the context of the Building Note. In the case of (*a*) General administration, (*b*) Rooms related to the main entrance and (*c*) Medical records, the equipment refers to hospitals serving from 300 to 800 beds (0 to 20 points and over) and in the case of (*d*) Group headquarters the equipment relates to sizes of accommodation varying from 0 to 40 points and over. (See Pointing System in the Appendix to A.C. Circular No. 96.) To achieve this flexibility the method of applying the lists will vary from room to room, thus:

(a) in the case of general offices, common rooms, libraries and such like, where the equipment requirements will vary with the size of the hospital or of the group headquarters, separate columns are shown according to the number of points or the number of beds served by the department;

(b) for recurring rooms such as toilets, telephone booths, assistant almoners' rooms and the like, the list shows the equipment for one room and will require to be multiplied by the number of such rooms included in the schedule of accommodation for a project;

(c) in the case of standard rooms, that is, those not materially affected by the size of the department, the equipment is listed for one room although planning requirements may in some instances justify more than one such room in larger hospitals (e.g. cleaners' room).

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note, which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

It is for individual hospital authorities to make rules about smoking in the hospitals under their control and management (see Ministry Memorandum HM(63)43) and accordingly no reference is made to ashtrays or to smoking throughout this Note.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where other types of towel are to be used.

IV. Cost

Guidance on the cost of equipping an administrative department to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in each room schedule, but these have already been taken into account in the cost allowance for construction (including engineering), in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

V. List of Rooms, etc.

A. Basic accommodation Page reference

(*a*) General administration
- (i) Hospital secretary's office 4
- (ii) Office for hospital secretary's assistant 4
- (iii) Matron's office 4
- (iv) Engineer's office 4
- (v) Deputy matron's office 4
- (vi) Head almoner's office 4
- (vii) Domestic superintendent's office 4
- (viii) General offices:
  - (*a*) Assistants to above 5
  - (*b*) Secretaries, typists and clerks 5
- (ix) Waiting space (or rooms) 6
- (x) Interview room 6
- (xi) Additional office 6
- (xii) Committee room 7
- (xiii) Medical staff common room 8
- (xiv) Library
  - (*a*) Staff library 9
  - (*b*) Patients' library 9
  - (*c*) Bookstore 10
- (xv) Staff changing rooms
  - (*a*) Medical staff 10
  - (*b*) Non-resident nursing staff 11
  - (*c*) Non-resident domestic staff and porters 12
- (xvi) Sanitary facilities 13
- (xvii) Female staff rest room(s) 13
- (xviii) Non-resident nursing staff common room 14
- (xix) Stores 14
- (xx) Cleaners' room 14

Departmental items 15

(*b*) Rooms related to the main entrance
- (i) Central inquiry counter 15
- (ii) Telephone exchange and apparatus room 16
- (iii) Telephonists' rest room 16
- (iv) Head porter's room 16
- (v) Porters' room 17
- (vi) Wheelchair and trolley store 17
- (vii) Postal sorting room 17
- (viii) Shop and store 17
- (ix) Public telephone booths 18
- (x) Sanitary facilities for visitors 18

Departmental items 18

(*c*) Medical records
- (i) Reception 19
- (ii) Medical records officer's office 19
- (iii) Records office and store for medical records 19-20
- (iv) Reading room and diagnostic index room 20
- (v) Admission room for in-patients 20
- (vi) Sub-waiting space 20
- (vii) Typists' office 21
- (viii) Sanitary facilities 21

Departmental items 22

(*d*) Group headquarters
- (i) Group secretary's office 22
- (ii) Deputy secretary's office 23
- (iii) Finance officer's office 23
- (iv) Supplies officer's office 23
- (v) Group engineer's office 23
- (vi) Offices for senior assistants 23
- (vii) Office(s) for clerical staff, typists and personal secretaries (including general offices for salaries and wages, audit and accounts, stores accounts and costing, supplies) 24
- (viii) Waiting space 24
- (ix) Committee room 25
- (x) Ante-room 25
- (xi) Duplicating room 25
- (xii) Stores:
  - (*a*) Stationery store 26
  - (*b*) Records store 26
  - (*c*) Sample supply store 26
- (xiii) Sanitary facilities 26

Departmental items 27

B. Additional accommodation

	Page reference
(*a*) Offices	28
(*b*) Student almoners' room(s)	28-29
(*c*) Non-resident matron's sitting room	29
(*d*) Medical superintendent's or resident medical officer's room	30
(*e*) Senior medical staff common room	30
(*f*) Bank	30
(*g*) Post office facilities	31
(*h*) Barbers' shop	31
(*i*) Hairdressers' shop	31
(*j*) Tea pantry(s)	32
(*k*) Male staff rest room	32
(*l*) Room for voluntary workers	33
(*m*) Duplicating room	33
(*n*) Secondary storage for non-current medical records	33
(*o*) Room for training domestic staff and servicing equipment	33
(*p*) Domestic forewoman's store	34
(*q*) Finance machine room	34
(*r*) Printing machine room	34
(*s*) Strong room	34
(*t*) Cleaners' room	35
(*u*) Staff changing and sanitary facilities	35

VI. Schedule of Equipment

A. Basic Accommodation

(*a*) GENERAL ADMINISTRATION

(i) *Hospital secretary's office*

(iii) *Matron's office*

(iv) *Engineer's office*

(vi) *Head almoner's office*

(vii) *Domestic superintendent's office*

For each, the following:

	Hospital secretary	*Matron*	*Engineer*	*Head almoner*	*Domestic superintendent*	*Notes*
Basic List						
Group I:						
Clock, electric	1	1	1	1	1	
Telephone	1	1	1	1	1	
Socket outlet, twin	1	1	1	1	1	
Wallboard	1	1	1	1	1	
Group IIb:						
Table, pedestal	1	1	1	1	1	
Table, side, small	1	1	1	1	1	
Table, committee	1	1	1	1	1	
Bookcase	1	1	1	1	1	
Chair, desk	1	1	1	1	1	
Chair, upright, arm	1	1	1	1	1	
Chair, upright, small	4	4	4	4	4	
Cupboard, steel, or cabinet, filing	1	1	1	1	1	
Stand, hat, coat and umbrella	1	1	1	1	1	
Mirror, frameless, hanging	1	1	1	1	1	
Safe	1	—	—	—	—	
Carpet	1	1	1	1	1	
Group III:						
Bin, waste paper	1	1	1	1	1	
Desk set	1	1	1	1	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
Cost Guide (excluding Group I)	£220	£150	£150	£150	£150	

(ii) *Office for hospital secretary's assistant*

(v) *Deputy matron's office*

For each the following: except in hospitals of less than 300 beds where no provision is made for a hospital secretary's assistant.

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Hook, clothes	2	
	Socket outlet, twin	1	
	Wallboard	1	
Group IIb:	Table, pedestal	1	
	Table, side, small	1	
	Bookcase	1	
	Chair, desk	1	
	Chair, upright, arm	1	
	Chair, upright, small	2	
	Cupboard, steel, or cabinet, filing	1	
	Cabinet, card index	1	If required.
	Carpet or rug	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£120	

(*a*) GENERAL ADMINISTRATION (continued)

(viii) *General offices*

(*a*) Assistant matrons, almoners, engineers and assistant domestic superintendents.

For each the following. Where, as recommended in the Building Note, two assistant matrons share one room, the items marked with an asterisk should be provided on the basis of one for the room rather than one for each officer. In hospitals of less than 300 beds no provision is made to accommodate an assistant domestic superintendent.

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Hook, clothes	2	
	*Socket outlet, twin	1	
	*Wallboard	1	
Group IIb:	*Bookcase	1	
	Desk	1	
	Chair, desk	1	
	*Chair, upright, small	2	
	Table, side, small	1	
	Cupboard, steel, or cabinet, filing	1	
	Press, plan	1	Engineer's office only.
	Cabinet, card index	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£75	Plus £75 for each plan press.

(*b*) Secretaries, typists and clerks

The equipment required here will depend upon various factors, such as the numbers, grades and duties of staff employed, whether personal secretaries are accommodated in individual offices, etc. The following provision should enable the total requirements to be assessed.

		General rooms	*Individual rooms*	*Notes*
Basic List				
Group I:	Clock, electric	1	—	
	Telephone	1 per 2 staff	1	
	Board, notice	1	—	
	Hook, clothes	As reqd.	3	
	Socket outlet, twin	1 per 2 staff	1	
Group IIb:	Table, side, small	1	1	
	Chair, upright, small	2	1	For visitors.
	Cabinet, filing	As reqd.	1	
	Racking, filing	As reqd.	—	
	Cupboard	2	1	
	Machine, transcribing	1	—	For each audio typist.
	Machine, postal franking	1	—	Where 50 or more letters are to be stamped per day. It should be shared with the Medical Records Department.
	Cost Guide (excluding Group I)	£35	£20	Plus £12 12s. for each filing cabinet; 12s. 6d. per foot for filing racking; £30 for each transcribing machine; £80 for the postal franking machine.

		Per secretary	*Per typist*	*Per clerk*	*Notes*
Group IIb:	Desk, typist/secretary	1	—	—	
	Desk, typist's	—	1	—	
	Desk, writing	—	—	1	
	Chair, desk	1	—	1	
	Chair, typist's	1	1	—	
	Typewriter	1	1	—	
Group III:	Desk set	1	—	1	E.g. blotting pad, trays, etc.
	Sundry office requisites	As reqd.	As reqd.	As reqd.	E.g. punch, stapler, scissors, etc.
	Bin, waste paper	1	1	1	
	Cost Guide	£75	£65	£20	

(*a*) GENERAL ADMINISTRATION (continued)

(ix) *Waiting space (or rooms)*

The following provision relates to the total waiting spaces provided.

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group IIb:					
Chair, upright, small	10	10	15	20	
Table, occasional, low	2	2	3	4	
Group III:					
Bin, waste paper	2	2	3	4	
General decorative features	As reqd.	As reqd.	As reqd.	As reqd.	E.g. plant troughs, pictures, vases, etc.
Cost Guide	£60	£60	£90	£120	

(x) *Interview room*

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Hook, clothes	2	
	Socket outlet, single	1	
Group IIb:	Table	1	
	Chair, upright, small	1	
	Chair, semi-easy	3	
	Locker	4	To hold dead patients' effects.
	Mirror	1	
	Rug	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, etc., according to individual requirements.
	General decorative features	As required	E.g. pictures, vases, etc.
	Cost Guide (excluding Group I)	£65	

(xi) *Additional office*

		Quantity	*Notes*
Basic List			
Group I:	Hook, clothes	6	
	Telephone	1	
	Storage, cupboard or shelves	As required	
	Socket outlet, twin	1	
Group IIb:	Table, committee	1	
	Table, side, small	1	
	Chair, upright, small	6	
	Chair, upright, arm	2	
	Stand, hat, coat and umbrella	1	
Group III:	Bin, waste paper	2	
	Carafe, water, and tumbler	1	
	Cost Guide (excluding Group I)	£40	

(*a*) GENERAL ADMINISTRATION (continued)

(xii) *Committee room*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Clock, electric	1	1	1	1	
Telephone	1	1	1	1	
Socket outlet, twin	2	2	2	2	One at rear of room.
Chalkboard with chalk shelf	1	1	1	1	B.S. 3030, Part IV.
Wallboard	1	1	1	1	
Direct lighting for chalkboard	1	1	1	1	
Blind, blackout	1	1	1	1	
Group IIb:					
Table, committee	1	1	1	2	May be divisible.
Table, side, small	1	1	1	2	
Chair, upright, arm	1	1	1	2	
Chair, upright, small	24	24	24	36	
Cupboard	1	1	1	1	Lockable.
Stand, hat, coat and umbrella	1	1	1	2	
Stand, projector	1	1	1	1	
Screen, roller	1	1	1	1	
Carpet	1	1	1	1	
Group III:					
Bin, waste paper	4	4	4	6	
Cleaner, board	1	1	1	1	
Pointer, board	1	1	1	1	
Carafe, water, and tumbler	1	1	1	2	
General decorative features	As reqd.	As reqd.	As reqd.	As reqd.	E.g. pictures, vases, etc.
Cost Guide (excluding Group I)	£390	£390	£390	£565	
Additional List					**Cost Guide** (additional list)
Group IIb:					
*Projector, film	1	1	1	1	£260.
*Projector, slide	1	1	1	1	£36.

* These items may not be required if projectors are available from elsewhere in the hospital.

(*a*) GENERAL ADMINISTRATION (continued)

(xiii) *Medical staff common room*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Telephone	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	
Hook, clothes	As reqd.	As reqd.	As reqd.	As reqd.	
Socket outlet, twin	1	1	1	1	
Board, notice	1	1	1	1	
Rack or board, letter	1	1	1	1	
Group IIb:					
Carpet	1	1	1	1	
Chair, easy Chair, semi-easy Chair, upright, small	15	15	17	20	
Rack, magazine	2	2	2	2	
Table, occasional, low	3	3	4	4	
Table, side, small	1	1	1	1	
Desk, writing	2	2	3	4	
Bookcase	1	1	1	1	
Group III:					
Bin, waste paper	2	2	2	2	
General decorative features	As reqd.	As reqd.	As reqd.	As reqd.	E.g. pictures, vases, etc.
Cost Guide (excluding Group I)	£255	£255	£295	£340	

Additional List

Where a medical centre is provided the area of this room may need to be enlarged and the following equipment will be necessary.

		Cost Guide (additional list) per item
Group IIb: Chair, upright, small	As required	£4.
Table, 4 ft. × 2 ft. 6 in.	As required	£8 8s.
Carpet	As required	£2 5s. per square yard.

A. Basic Accommodation

(*a*) GENERAL ADMINISTRATION (continued)
(xiv) *Library*
(a) Staff library

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Board, notice or display	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIb:					
Chair, upright Chair, semi-easy	8	8	12	12	
Shelving	140	140	200	200	Foot run.
Table	1	1	2	2	
Stand, double sloping supports	1	1	1	1	
Cabinet, card index	1	1	1	1	
Stand, card cabinet	1	1	1	1	
Ladder, step	1	1	1	1	
Group III:					
Bin, waste paper	2	2	2	2	
Books	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£1,600	£1,600	£2,300	£2,300	

Additional List

Where a medical centre is provided the area of this room may need to be enlarged and the following equipment will be necessary.

		Cost Guide (additional list) per item
Group IIb: Chair, upright, small	As required	£4.
Table, 4 ft. × 2 ft. 6 in.	As required	£8 8s.

(*b*) Patients' library

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Board, notice or display	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	
Telephone	1	1	1	1	
Group IIb:					
Desk	1	1	1	1	For librarian.
Chair, desk	1	1	1	1	
Shelving	90	135	180	240	Foot run.
Cabinet, card index	1	1	2	2	
Cabinet, filing	1	1	2	2	
Chair, upright Chair, semi-easy	4	5	6	7	
Table	1	1	2	2	
Ladder, step	1	1	1	1	
Group III:					
Bin, waste paper	2	2	2	2	
Books	As reqd.	As reqd.	As reqd.	As reqd.	A minimum of three books per bed is desirable.
Cost Guide (excluding Group I)	£640	£925	£1,235	£1,610	

(*a*) GENERAL ADMINISTRATION (continued)

(xiv) *Library* (*continued*)

(*c*) Bookstore

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Sink, small	1	1	1	1	
Dispenser or rack, soap	1	1	1	1	
Worktop	1	1	1	1	Or table.
Storage	As reqd.	As reqd.	As reqd.	As reqd.	For empty sacks, etc.
Group IIa:					
Dispenser, towel	1	1	1	1	B.S. 1439.
Group IIb:					
Bin, disposal, for paper towels	1	1	1	1	
Trolley, library	2	2	4	4	
Group III:					
Bin, waste paper	1	1	1	1	
Book repair equipment	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£55	£55	£100	£100	

(xv) *Staff changing rooms*

(*a*) Medical staff

	Quantity		*Notes*
	Male	*Female*	
Basic List			
Changing area			
Group I: Mirror	1	1	Long in female area.
Heating coil	1	1	Or hot air convectors.
Bench seating	As reqd.	As reqd.	
Group IIb: Locker, individual	1	1	Per person. Lockable and full length type, containing a shoe rail and a place for shopping baskets.
Group III: Bin, waste paper	1	1	
Cost Guide (excluding Group I)	10s.	10s.	Plus £5 for each clothes locker.
Sanitary facilities (*Lobby*)			
Group I: Basin, lavatory	1	1	} For each basin.
Dispenser, soap	1	1	
Hook, clothes	1	1	
Mirror	1	1	} For each basin.
Shelf	1	1	
Group IIa: Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb: Bin, disposal, for paper towels	1	1	For each three or four basins.
Cost Guide (excluding Group I)	£1	£1	
Sanitary facilities (*W.Cs*)			
Group I: W.C. suite	1	1	
Fitting, toilet paper	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	

(*a*) GENERAL ADMINISTRATION (continued)

(xv) *Staff changing rooms* (continued)

(b) Non-resident nursing staff

	Quantity		Notes
	Male	*Female*	
Basic List			
Changing area			
Group I: Mirror	As reqd.	As reqd.	Long in female area.
Heating coil	As reqd.	As reqd.	Or hot air convectors.
Bench seating	As reqd.	As reqd.	
Group IIb: Locker, individual	1	1	Per person. Lockable and full-length type, containing a shoe rail and a place for shopping baskets.
Group III: Bin, waste paper	1	1	
Cost Guide (excluding Group I)	10s.	10s.	Plus £5 for each clothes locker.
Sanitary facilities (*Lobby*)			
Group I: Basin, lavatory	1	1	For each basin.
Dispenser, soap	1	1	
Mirror	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIa: Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb: Bin, disposal, for paper towels	1	1	For each three or four basins.
Cost Guide (excluding Group I)	£1	£1	
Sanitary facilities (*W.Cs*)			
For each cubicle:			
Group I: W.C. suite	1	1	
Fitting, toilet paper	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	
Shower area			One shower should be provided for every fifteen nurses.
Group I: Shower	1	1	At shoulder height.
Soap rack or holder	1	1	
Seat, bench	1	1	Adjacent to shower cubicle. May be stool if required.
Rail, curtain	1	1	
Hook, clothes	1	1	
Shelf	1	1	
Group III: Curtain	1	1	
Cost Guide (excluding Group I)	£3 10s.	£3 10s.	
Additional List			
Group IIb: Stool, bath	1	1	
Cost Guide (additional list)	£2	£2	

(*a*) GENERAL ADMINISTRATION (continued)

(xv) *Staff changing rooms* (continued)

(*c*) Non-resident domestic staff and porters

	Quantity		Notes
	Male	*Female*	
Basic List			
Changing area			
Group I: Mirror	As reqd.	As reqd.	Long in female area.
Heating coil	As reqd.	As reqd.	Or hot air convectors.
Bench seating	As reqd.	As reqd.	
Group IIb: Locker, individual	1	1	Per person. Lockable and full-length type, containing a shoe rail and a place for shopping baskets.
Group III: Bin, waste paper	1	1	
Cost Guide (excluding Group I)	10s.	10s.	
Sanitary facilities (*Lobby*)			
Group I: Basin, lavatory	1	1	For each basin.
Dispenser, soap	1	1	
Mirror	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIa: Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb: Bin, disposal, for paper towels	1	1	For each three or four basins.
Cost Guide (excluding Group I)	£1	£1	
Sanitary facilities (*W.Cs*)			
For each cubicle:			
Group I: W.C. suite	1	1	
Fitting, toilet paper	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	
Shower area			One shower should be provided for every fifteen workers.
Group I: Shower	1	1	At shoulder height.
Soap rack or holder	1	1	
Seat, bench	1	1	Adjacent to shower cubicle. May be stool if required.
Rail, curtain	1	1	
Hook, clothes	1	1	
Shelf	1	1	
Group III: Curtain	1	1	
Cost Guide (excluding Group I)	£3 10s.	£3 10s.	
Additional List			
Group IIb: Stool, bath	1	1	
Cost Guide (additional list)	£2	£2	

(*a*) GENERAL ADMINISTRATION (continued)

(xvi) *Sanitary facilities*

		Quantity		Notes
		For every 15 men	*For every 12 women*	
Basic List				
For W.C. cubicles				
Group I:	W.C. suite	1	1	
	Urinal	1	—	
	Fitting, toilet paper	1	1	
	Shelf	1	1	
	Hook, clothes	1	1	
Group IIb:	Bin, sanitary	—	1	If no incinerator is provided.
Group III:	Brush, lavatory, and holder	1	1	
	Cost Guide (excluding Group I)	10s.	£2	
For lobby leading to W.Cs				
Group I:	Basin, lavatory	1	1	For each basin.
	Dispenser, soap	1	1	
	Mirror	1	1	
	Shelf	1	1	
	Hook, clothes	1	1	
Group IIa:	Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb:	Bin, disposal, for paper towels	1	1	For each three or four basins.
	Cost Guide (excluding Group I)	£1	£1	

(xvii) *Female staff rest room(s)*

The equipment listed below should be sufficient for a rest room in a hospital of 300 beds. For a hospital of over 300 beds the equipment listed below should be doubled.

		Quantity	Notes
Basic List			
Group I:	Basin, lavatory	1	
	Dispenser, soap	1	
	Hook, clothes	2	
	Mirror	1	
	Shelf	1	
	Socket outlet, twin	1	
Group IIa:	Dispenser, towel	1	B.S. 1439.
Group IIb:	Divan	1	Or couch.
	Mattress	1	
	Chair, easy, arm	1	
	Chair, upright, small	1	
	Rug	1	
	Table, occasional, low	1	
	Table, side, small	1	
	Bin, disposal, for paper towels	1	
Group III:	Bin, waste paper	1	
	Pillow	2	
	Sheet	6	
	Blanket	3	
	Case, pillow	6	
	Counterpane	2	
	Bottle, hot water	2	
	Box, first aid	1	
	Cost Guide (excluding Group I)	£60	

(*a*) GENERAL ADMINISTRATION (continued)

(xviii) *Non-resident nursing staff common room*

All facilities for making tea and coffee have been omitted from this room. Reference to these facilities at present included in Building Note No. 18 will be withdrawn at the next revision.

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Clock, electric	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	
Socket outlet, twin	1	1	1	1	
Group IIb:					
Chair, easy Chair, semi-easy Chair, upright, small	20	20	25	30	
Table, occasional, low	4	4	5	6	
Table, side, small	1	1	2	2	
Rack, magazine	1	1	1	1	
Rugs or carpet	As reqd.	As reqd.	As reqd.	As reqd.	
Group III:					
Bin, waste paper	2	2	3	3	
General decorative features	As reqd.	As reqd.	As reqd.	As reqd.	E.g. pictures, vases, etc.
Cost Guide (excluding Group I)	£250	£250	£315	£365	

(xix) *Stores*

		Quantity	*Notes*
Basic List			
Group I:	Shelving	24 ft.	
Group IIb:	Cupboard, storage	2	
	Ladder, step	1	
	Cost Guide (excluding Group I)	£35	

(xx) *Cleaners' room*

		Quantity	*Notes*
Basic List			
Group I:	Bucket sink	1	
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Cupboard, storage	1	19 cu. ft. For day-to-day stock of cleaning materials, etc.
	Racks, pegs or hooks for implements	As required	
Group IIb:	Holder, paper sack	1	
	Trolley, domestic, small	2	
Group III:	Cleaner, vacuum	1	B.S. 3028.
	Scrubber/polisher, electric	1	B.S. 3456. B.9.
	Cleaning utensils	As required	
	Cost Guide (excluding Group I)	£150	

(*a*) GENERAL ADMINISTRATION (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*a*) General administration as a whole.

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Incinerator	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIa:					
First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group III:					
Window curtains	As reqd.	As reqd.	As reqd.	As reqd.	These will vary according to local circumstances.
Machine, dictating	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£80	£95	£105	£125	Plus £60 for each dictating machine.

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE

(i) *Central inquiry counter*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Clock, electric	1	1	1	1	
Telephone	2	2	3	3	
Counter	1	1	1	1	
Checkboard " In and Out "	1	1	1	1	For doctors.
Storage	As reqd.	As reqd.	As reqd.	As reqd.	Under counter.
Bell push	1	1	1	1	
Board, notice	1	1	1	1	
Group IIb:					
Stool, high	3	3	4	4	
Chair, office	4	5	6	7	
Table, repetition	2	2	3	3	
Cupboard	1	1	1	1	
Time recording apparatus	1	1	1	1	
Group III:					
Bin, waste paper	4	5	6	7	
Cost Guide (excluding Group I)	£135	£140	£175	£180	
Additional List					
Group I:					
Booth, telephone	1	1	1	1	For use by ambulance attendants and others.
Storage for telephone directories ..	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (additional list, excluding Group I)	£—	£—	£—	£—	

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(ii) *Telephone exchange and apparatus room*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Clock, electric	1	1	1	1	
Telephone exchange	1	1	1	1	See Part V, Engineering Services of Building Note.
Checkboard " In and Out "	1	1	1	1	If not located in the central inquiry area.
Staff location system control	1	1	1	1	
Central indicator	1	1	1	1	For fire alarm system.
Socket outlet, single	1	1	1	1	
Group IIb:					
Chair, telephonist's, high	2	3	3	4	
Chair, upright, small	1	1	1	1	
Table, writing	1	1	1	1	
Cupboard, small	1	1	1	1	
Group III:					
Bin, waste paper	1	1	1	1	
Cost Guide (excluding Group I)	£45	£50	£50	£55	

(iii) *Telephonists' rest room*

		Quantity	*Notes*
Basic List			
Group I:	Socket outlet, twin	1	
Group IIb:	Chair, easy, arm	2	
	Table, side, small	1	
	Cupboard, small	1	
	Locker, clothes	As required	
Group III:	Bin, waste paper	1	
	Kettle, electric	1	B.S. 3456. A.3.
	General decorative features	As required	E.g. pictures, vases, etc.
	Cost Guide (excluding Group I)	£45	Plus £5 for each clothes locker.

(iv) *Head porter's room*

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Board, notice	1	
	Hook, clothes	1	
	Socket outlet, twin	1	
Group IIb:	Table or desk	1	
	Chair, upright, small	2	
	Cupboard	1	For files and records.
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£35	

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(v) *Porters' room*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Clock, electric	1	1	1	1	
Telephone	1	1	1	1	
Board, notice	1	1	1	1	
Storage, cupboard	As reqd.	As reqd.	As reqd.	As reqd.	
Socket outlet, twin	1	1	1	1	
Group IIb:					
Table	2	2	3	3	
Chair, upright, small	6	6	8	10	
Group III:					
Bin, waste paper	1	1	2	2	
Cost Guide (excluding Group I)	£30	£30	£40	£45	

(vi) *Wheelchair and trolley store*

	Quantity	*Notes*
Basic List		
Group IIb: Wheelchair	4	
Trolley	4	
Cost Guide	£200	

(vii) *Postal sorting room*

	Quantity	*Notes*
Basic List		
Group I: Letter racks and/or pigeon holes over worktop	As required	In feet lengths of shelving, 6 in. deep, 8 in. between shelves. Dividers at 9 in. intervals.
Worktop	As required	
Group IIb: Cupboard, lockable	1	
Table	1	5 ft. × 3 ft.
Stool	1	
Group III: Bin, waste paper	1	
Cost Guide (excluding Group I)	£30	

(viii) *Shop and store*

	Quantity	*Notes*
Basic List		
Group I: Counter	1	
Racking or cabinet, storage/display	As required	
Group IIb: Ladder, step	1	
Stool	1	
Trolley, display/sales	2	
Trolley, general purpose	1	
Group III: Cash register	1	
Bin, waste paper	1	
Scales	1	
Cost Guide (excluding Group I)	£250	

(*b*) ROOMS RELATED TO THE MAIN ENTRANCE (continued)

(ix) *Public telephone booths*

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Booth, telephone	1	1	2	2	
Storage for telephone directories	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£—	£—	£—	£—	

(x) *Sanitary facilities for visitors*

	Quantity		*Notes*
	Male	*Female*	
Basic List			
For each W.C. cubicle			
Group I: W.C. suite	1	1	
Urinal	1	—	
Fitting, toilet paper	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	
For lobby leading to W.Cs			
Group I: Basin, lavatory	1	1	For each basin.
Mirror	1	1	
Shelf	1	1	
Dispenser, soap	1	1	
Hook, clothes	1	1	
Group IIa: Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb: Bin, disposal, for paper towels	1	1	For each three or four basins.
Cost Guide (excluding Group I)	£1	£1	

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*b*) Rooms related to the main entrance as a whole.

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I: Incinerator	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIa:					
First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group III:					
Window curtains	As reqd.	As reqd.	As reqd.	As reqd.	These will vary according to local circumstances.
Cost Guide (excluding Group I)	£10	£10	£15	£15	

(c) MEDICAL RECORDS

(i) *Reception*

The reception counter has been dealt with in Equipment Note No. 12 on Out-Patient Departments. The master index is sited in the Records Office.

(ii) *Medical records officer's office*

		Quantity	*Notes*
Basic List			
Group I:	Hook, clothes	2	
	Telephone	1	
	Socket outlet, twin	1	
	Wallboard	As required	
Group IIb:	Table, pedestal	1	
	Chair, desk	1	
	Chair, upright, small	2	
	Cabinet, card index	1	
	Table, side, small	1	
	Cupboard, steel, or cabinet, filing	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£55	

(iii) *Records office and store for medical records*

(a) Records office

		Per room	*Notes*
Basic List			
Group I:	Clock, electric	1	
	Telephone	1 per 2 staff	
	Board, notice	1	
	Hook, clothes	As required	
	Socket outlet, twin	1	
Group IIb:	Table, side, small	1	
	Chair, upright, small	2	For visitors.
	Cabinet, card index, eight-drawer	As required	For master index.
	Stand, card cabinet	As required	
	Cupboard, steel	1	
	Machine, addressing, stencil type	1	
	Cost Guide (excluding Group I)	£25	Plus £16 10s. for each card cabinet and stand; £40 for the addressing machine.

		Per clerk		*Notes*
		Sorting	*Other duties*	
Group IIb:	Chair, desk	—	1	
	Bench, sorting	12 sq. ft.	—	With 24 section rack above, each section being 10 in. × 8 in. with base 12 in. above bench surface.
	Desk, writing	—	1	
	Stool, high	1	—	
Group III:	Bin, waste paper	1	1	
	Cost Guide	£30	£20	

(*c*) MEDICAL RECORDS (continued)

(iii) *Records office and store for medical records* (continued)

(*b*) Store for medical records

		Size of hospital				*Notes*
		0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
		300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List						
Group I:	Mechanical hoist	1	1	1	1	May be required if this room is not adjacent to but above the reception area.
Group IIb:	Racking	380 ft.	540 ft.	830 ft.	1,300 ft.	In feet lengths of shelving, 12 in. deep, 10 in. high, each shelf.
	Trolley, filing	2	2	2	3	
	Ladder, step	1	1	1	1	Mobile.
	Cost Guide (excluding Group I)	£240	£320	£460	£720	

(iv) *Reading room and diagnostic index room*

		Quantity	*Notes*
Basic List			
Group IIb:	Table, small	2	
	Chair, office	4	
	Cabinet, card index, eight-drawer	1	
	Stand, card cabinet	1	
Group III:	Bin, waste paper	2	
	Cost Guide	£40	

(v) *Admission room for in-patients*

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
Group IIb:	Desk	1	
	Chair, office	1	
	Chair, semi-easy	4	
	Rug	1	
Group III:	Bin, waste paper	2	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£70	

(vi) *Sub-waiting space*

		Quantity	*Notes*
Basic List			
Group IIb:	Chair, upright, small	5	
	Table, occasional, low	1	
Group III:	Bin, waste paper	1	
	General decorative features	As required	E.g. plant trough, pictures, vases, etc.
	Cost Guide	£30	

(*c*) MEDICAL RECORDS (continued)

(vii) *Typists' office*

		Per room	*Notes*
Basic List			
Group I:	Clock, electric	1	
	Telephone	1	
	Board, notice	1	
	Hook, clothes	As required	
	Socket outlet, twin	1 per 2 staff	
Group IIb:	Table, side, small	1	
	Chair, upright, small	2	For visitors.
	Cupboard, steel	1	
	Machine, transcribing	1	For each audio typist.
	*Machine, postal franking	1	
	Cost Guide (excluding Group I)	£40	Plus £16 16s. for each cupboard.
		Per typist	
Group IIb:	Desk, typist's	1	
	Chair, typist's	1	
	Typewriter	1	
Group III:	Bin, waste paper	1	
	Cost Guide	£65	

* This has already been costed under (*a*) General Administration (viii)(*b*) Secretaries, typists and clerks.

(viii) *Sanitary facilities*

		Quantity		*Notes*
		For every 15 men	*For every 12 women*	
Basic List				
For W.C. cubicles				
Group I:	W.C. suite	1	1	
	Urinal	1	—	
	Fitting, toilet paper	1	1	
	Shelf	1	1	
	Hook, clothes	1	1	
Group IIb:	Bin, sanitary	—	1	If no incinerator is provided.
Group III:	Brush, lavatory, and holder	1	1	
	Cost Guide (excluding Group I)	10s.	£2	
For lobby leading to W.Cs				
Group I:	Basin, lavatory	1	1	For each basin.
	Dispenser, soap	1	1	
	Mirror	1	1	
	Shelf	1	1	
	Hook, clothes	1	1	
Group IIa:	Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb:	Bin, disposal, for paper towels	1	1	For each three or four basins.
	Cost Guide (excluding Group I)	£1	£1	

(*c*) MEDICAL RECORDS (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*c*) Medical records as a whole.

	Size of hospital				*Notes*
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*	
	300 *beds*	450 *beds*	600 *beds*	800 *beds*	
Basic List					
Group I:					
Incinerator	As reqd.	As reqd.	As reqd.	As reqd.	
Group IIa:					
First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group III:					
Window curtains	As reqd.	As reqd.	As reqd.	As reqd.	These will vary according to local circumstances.
Machine, dictating	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£15	£15	£15	£15	Plus £60 for each dictating machine.

(*d*) GROUP HEADQUARTERS

(i) *Group secretary's office*

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Socket outlet, twin	1	
	Wallboard	1	
Group IIb:	Table, pedestal	1	
	Table, side, small	1	
	Table, committee	1	
	Bookcase	1	
	Chair, desk	1	
	Chair, visitor's	2	
	Chair, upright, small	6	
	Stand, hat, coat and umbrella	1	
	Mirror, frameless, hanging	1	
	Cupboard, steel	1	
	Carpet	1	
	Cabinet, filing	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Carafe, water, and tumbler	1	
	Cost Guide (excluding Group I)	£315	

(*d*) GROUP HEADQUARTERS (continued)

(ii) *Deputy secretary's office*

(iii) *Finance officer's office*

(iv) *Supplies officer's office*

(v) *Group engineer's office*

For each the following—except in groups of less than 20 points where no provision is made for a supplies officer.

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Socket outlet, twin	1	
	Wallboard	1	
Group IIb:	Table, pedestal	1	
	Table, side, small	1	
	Bookcase	1	
	Chair, desk	1	
	Chair, upright, arm	1	
	Chair, upright, small	2	
	Stand, hat, coat and umbrella	1	
	Mirror, frameless, hanging	1	
	Cupboard, steel, or cabinet, filing	1	
	Cabinet, card index	1	If required.
	Carpet	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£135	

(vi) *Offices for senior assistants*

For each the following. Some modification may be necessary in cases where the senior assistants work in the same office as their staff.

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Hook, clothes	2	
	Socket outlet, twin	1	
Group IIb:	Bookcase	1	
	Desk	1	
	Chair, desk	1	
	Chair, upright, small	2	
	Cupboard, steel, or cabinet filing	1	
	Table, side, small	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£65	

(*d*) GROUP HEADQUARTERS (continued)

(vii) *Office(s) for engineers, clerical staff, typists and personal secretaries*

The equipment required here will depend upon various factors, such as the numbers, grades and duties of staff employed, whether personal secretaries are accommodated in individual offices, etc. The following provision should enable the total requirements to be assessed.

		General rooms	*Individual rooms*	*Notes*
Basic List				
Group I:	Clock, electric	1	—	
	Telephone	1 per 2 staff	1	
	Board, notice	1	—	
	Hook, clothes	As reqd.	3	
	Socket outlet, twin	1 per 2 staff	1	
Group IIb:	Table, side, small	1	1	
	Chair, upright, small	2	1	For visitors.
	Cabinet, filing	As reqd.	1	
	Cupboard, steel	2	1	
	Machine, transcribing	1	—	For each audio typist.
	Cost Guide (excluding Group I)	£35	£20	Plus £12 12s. for each filing cabinet; £30 for each transcribing machine.

	Per engineer	*Per secretary*	*Per typist*	*Per clerk*	*Notes*
Group IIb:					
Desk, typist/secretary	—	1	—	—	
Desk, typist's	—	—	1	—	
Desk, writing	1	—	—	1	
Chair, desk	1	1	—	1	
Chair, typist's	—	1	1	—	
Typewriter	—	1	1	—	
Press, plan	1	—	—	—	
Group III:					
Desk set	1	1	—	1	E.g. blotting pad, trays, etc.
Sundry office requisites	As reqd.	As reqd.	As reqd.	As reqd.	E.g. punch, stapler, scissors, etc.
Bin, waste paper	1	1	1	1	
Cost Guide	£95	£75	£65	£20	

(viii) *Waiting space*

		Quantity	*Notes*
Basic List			
Group IIb:	Chair, upright, small	5	
	Table, occasional, low	1	
Group III:	Bin, waste paper	1	
	General decorative features	As required	E.g. plant trough, pictures, vases, etc.
	Cost Guide	£30	

(*d*) GROUP HEADQUARTERS (continued)

(ix) *Committee room*

		Quantity	*Notes*
Basic List			
Group I:	Clock, electric	1	
	Telephone	1	
	Socket outlet, twin	2	One at rear of room.
Group IIb:	Table, committee	1	
	Table, side, small	1	
	Chair, upright, arm	1	
	Chair, upright, small	24	
	Carpet	1	
Group III:	Bin, waste paper	4	
	Carafe, water, and tumbler	1	
	General decorative features	As required	E.g. pictures, vases, etc.
	Cost Guide (excluding Group I)	£425	

The Building Note recommends that this should be planned with the Committee Room referred to at (*a*)(xii) above, in which case some re-allocation of furniture between the two rooms may be necessary.

(x) *Ante-room*

		Quantity	*Notes*
Basic List			
Group I:	Hook, clothes	24	
Group IIb:	Chair, upright, small	6	
	Table, side, small	1	
	Stand, hat, coat and umbrella	1	
Group III:	General decorative features	As required	E.g. pictures, vases, etc.
	Cost Guide (excluding Group I)	£60	

(xi) *Duplicating room*

		Size of group headquarters			*Notes*
		0–19 *points*	20–39 *points*	40 *points and over*	
Basic List					
Group I:	Socket outlet, twin	1	1	1	
Group IIb:	Table	2	2	2	5 ft. × 2 ft. With 25 section rack above, each section being 10 in. × 4 in. × 12 in.
	Machine, duplicating, and stand	1	1	1	
	Cupboard, steel	2	2	2	
	Chair, upright, small	2	2	3	
	Collator	1	1	1	
	Machine, photocopying	1	1	1	
Group III:	Bin, waste paper	2	2	2	
	Cost Guide (excluding Group I)	£280	£280	£285	
Additional List					
Group IIb:	Machine, duplicating	1	1	1	Required where more than 20,000 copies are reproduced per week.
	Cost Guide (additional list)	£100	£100	£100	

(*d*) GROUP HEADQUARTERS (continued)

(xii) *Stores*

(*a*) Stationery store

	Quantity	*Notes*
Basic List		
Group I: Shelving or cupboard	As required	
Group IIb: Table, side, small	1	
Cost Guide (excluding Group I)	£5	

(*b*) Records store (for finance department)

	Quantity	*Notes*
Basic List		
Group I: Safe, built-in	1	If strong room is not provided.
Shelving	As required	
Worktop	As required	
Group IIb: Ladder, step	1	
Group III: Bin, waste paper	1	
Cost Guide (excluding Group I)	£3	

(*c*) Sample supply store (for supplies department)

	Quantity	*Notes*
Basic List		
Group I: Shelving or cupboard	As required	
Group IIb: Table, trestle	1	
Cost Guide (excluding Group I)	£10	

(xiii) *Sanitary facilities*

	Quantity		*Notes*
	For every 15 men	*For every 12 women*	
Basic List			
For W.C. cubicles			
Group I: W.C. suite	1	1	
Urinal	1	—	
Fitting, toilet paper	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIb: Bin, sanitary	—	1	If no incinerator is provided.
Group III: Brush, lavatory, and holder	1	1	
Cost Guide (excluding Group I)	10s.	£2	
For lobby leading to W.Cs			
Group I: Basin, lavatory	1	1	For each basin.
Dispenser, soap	1	1	
Mirror	1	1	
Shelf	1	1	
Hook, clothes	1	1	
Group IIa: Dispenser, towel	1	1	B.S. 1439. For each three or four basins.
Group IIb: Bin, disposal, for paper towels ..	1	1	For each three or four basins.
Cost Guide (excluding Group I)	£1	£1	

(*d*) GROUP HEADQUARTERS (continued)

DEPARTMENTAL ITEMS

Generally, items are shown throughout the list in the rooms where they will normally be found in the department. In addition, the items shown below relate to (*d*) Group headquarters as a whole.

	Size of group headquarters			*Notes*
	0–19 *points*	20–39 *points*	40 *points and over*	
Basic List				
Group I: Incinerator	As reqd.	As reqd.	As reqd.	
Group IIa: First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group III: Window curtains	As reqd.	As reqd.	As reqd.	These will vary according to local circumstances.
Machine, dictating	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£40	£45	£50	Plus £60 for each dictating machine.

B. Additional Accommodation

(*a*) OFFICES

Further offices may be required for medical consultants, psychiatric social workers, administrative assistants or clerks in addition to those already mentioned (e.g. domestic superintendent's clerks, transport officer, engineering staff, etc.) or for sub-committees.

(i) *Senior staff*

For each the following:

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Hook, clothes	1	
	Socket outlet, twin	1	
Group IIb:	Bookcase	1	
	Desk	1	
	Chair, desk	1	
	Chair, upright, arm	1	
	Chair, upright, small	2	
	Table, side, small	1	
	Cupboard, steel, or cabinet, filing	1	
	Mirror, frameless, hanging	1	
	Rug	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£75	

ii) *Junior staff*

For each the following:

		Quantity	*Notes*
Basic List			
Group I:	Hook, clothes	1	
	Telephone	As required	
	Socket outlet, twin	1	
Group IIb:	Desk	1	
	Chair, office	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£20	
Additional List			**Cost Guide** (additional list) per item
Group IIb:	Cupboard, steel	As required	£16 16s.
	Cabinet, filing	As required	£12 12s.
	Press, plan	As required	£75.

These may be required according to duties.

(*b*) STUDENT ALMONERS' ROOM(S)

(i) *Room for group teaching*

		Quantity	*Notes*
Basic List			
Group I:	Chalkboard with chalk shelf	1	B.S. 3030 Part iv.
	Board, notice	1	Or wallboard.
	Storage	As required	
	Socket outlet, twin	1	
Group IIb:	Chair, tutor	1	
	Chair, student	3	
	Desk, tutor	1	
	Desk, student	3	
Group III:	Bin, waste paper	1	
	Carafe, water, and tumbler	1	
	Cleaner, board	1	
	Pointer, board	1	
	Cost Guide (excluding Group I)	£30	

(*b*) STUDENT ALMONERS' ROOM(S) (continued)

(ii) *Room for practice interviews*

		Quantity	*Notes*
Basic List			
Group IIb:	Desk	1	
	Chair, desk	1	
	Chair, upright, small	3	
	Cost Guide	£25	

(*c*) NON-RESIDENT MATRON'S SITTING ROOM

(i) *Sitting room*

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Fire, electric	1	
	Socket outlet, twin	2	
	Clock, electric	1	
	Storage, cupboard	As required	
Group IIb:	Bookcase/sideboard	1	
	Couch, studio	1	
	Chair, easy	2	
	Chair, upright, arm	3	
	Table, occasional, low	1	
	Carpet	1	
	Table, side, small	1	
	Trolley, tea	1	
	Stand, hat, coat and umbrella	1	
Group III:	Bin, waste paper	1	
	General decorative features	As required	E.g. pictures, vases, etc.
	Window curtains	As required	
	Linen, etc.	As required	
	Cost Guide (excluding Group I)	£170	

(ii) *Cloakroom*

		Quantity	*Notes*
Basic List			
Group I:	Basin, lavatory	1	
	Mirror	1	
	Shelf	1	
	Dispenser, soap	1	
	W.C. suite	1	
	Fitting, toilet paper	1	
	Hook, clothes	1	
	Shower	1	At shoulder height.
	Rail, towel	1	
	Rail, curtain	1	
	Soap rack or holder	1	
Group IIa:	Dispenser, towel	1	B.S. 1439.
Group IIb:	Bin, disposal, for paper towels	1	
	Bin, sanitary	1	
	Stool, bath	1	
Group III:	Brush, lavatory, and holder	1	
	Curtain, shower	1	
	Cost Guide (excluding Group I)	£8	

B. Additional Accommodation

(*d*) MEDICAL SUPERINTENDENT'S OR RESIDENT MEDICAL OFFICER'S ROOM

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Socket outlet, twin	1	
Group IIb:	Table, pedestal	1	
	Table, side, small	1	
	Bookcase	1	
	Chair, desk	1	
	Chair, upright, arm	1	
	Chair, upright, small	2	
	Cupboard, steel, or cabinet, filing	1	
	Stand, hat, coat and umbrella	1	
	Mirror, frameless, hanging	1	
	Carpet	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Window curtains	As required	
	Cost Guide (excluding Group I)	£140	

(*e*) SENIOR MEDICAL STAFF COMMON ROOM

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Storage, cupboard	As required	
	Hook, clothes	As required	
	Socket outlet, twin	1	
	Board, notice	1	
	Rack or board, letter	1	
Group IIb:	Carpet	1	
	Chair, easy Chair, semi-easy Chair, upright, small	20	
	Rack, magazine	2	
	Table, occasional, low	3	
	Table, side, small	1	
	Table, committee	1	
	Bookcase	1	
Group III:	Bin, waste paper	2	
	General decorative features	As required	E.g. pictures, vases, etc.
	Window curtains	As required	
	Cost Guide (excluding Group I)	£295	

(*f*) BANK

		Quantity	*Notes*
Basic List			
Group I:	Alarm bell	1	
	Socket outlet, twin	1	
	Counter	As required	
	Safe	1	
	Storage, under counter	As required	
	Telephone	1	
Group IIb:	Table, 4 ft. × 2 ft. 6 in.	1	
	Chair, upright, small	2	
Group III:	Bin, waste paper	1	
	Calendar, perpetual	1	
	Cost Guide (excluding Group I)	£15	

(*g*) POST OFFICE FACILITIES

This may be combined with the shop or the postal sorting room.

		Quantity	*Notes*
Basic List			
Group I:	Counter	As required	
	Telephone	As required	
	Gas jet	1	For sealing parcels.
Group IIb:	Machine, stamp issuing	As required	
	Safe	1	
	Table	1	
	Chair, upright, small	2	
	Stool, high	2	
	Scales	1	For weighing parcels.
	Balance, letter	1	For weighing letters.
	Cupboard, steel	1	Lockable.
Group III:	Bin, waste paper	2	
	Desk set	2	E.g. pen stand, blotting pad, etc., according to individual requirements.
	Cashbox	1	
	Calendar, perpetual	1	
	Cost Guide (excluding Group I)	£245	

(*h*) BARBERS' SHOP

		Quantity	*Notes*
Basic List			
Group I:	Basin, shampoo	2	
	Mirror, wall	2	
	Socket outlet, twin	1	Between basins.
	Storage	As required	
	Shelf	As required	
	Hook, clothes	6	
	Telephone	1	
Group IIa:	Dispenser, towel	Various	B.S. 1439.
Group IIb:	Chair, barber	2	
	Chair, upright, small	4	
	Rack, magazine	1	
	Bin, disposal, for paper towels	1	
Group III:	Dryer, hand	1	B.S. 3456. B.4.
	Bin, waste paper	1	
	Cashbox	1	
	Implements	As required	
	Linen, etc.	As required	
	Cost Guide (excluding Group I)	£120	

(*i*) HAIRDRESSERS' SHOP

		Quantity	*Notes*
Basic List			
Group I:	Basin, shampoo	3	Could be continental type.
	Mirror, wall	6	
	Storage	As required	
	Shelf	As required	
	Socket outlet, twin	3	
	Hook, clothes	12	
	Telephone	1	
Group IIb:	Machine, hair drying	4	B.S. 3456. B.4.
	Chair, upright, small	15	
	Rack, magazine	1	
	Table, side, small	1	
	Trolley, hairdresser's	1	
Group III:	Bin, waste paper	4	
	Cashbox	1	
	Implements	As required	
	Linen, etc.	As required	
	Cost Guide (excluding Group I)	£290	

(*j*) TEA PANTRY(S)

Where the group headquarters are detached from the hospital a tea pantry in addition to the one listed here may be required.

		Quantity	*Notes*
Basic List			
Group I:	Sink	1	
	Drainer	2	
	Cupboard, storage, lockable	1	
	Worktop or table	1	
	Water boiler, small	1	
	Boiling plate or ring	1	
	Socket outlet, twin	1	With indicating light.
Group IIa:	Dispenser, paper tea towel	1	B.S. 1439.
Group IIb:	Bin, disposal, for paper tea towels	1	
	Bin, pedal, or holder, paper sack	1	
	Trolley, general purpose, service	1	
Group III:	Basin, sugar	8	
	Container, biscuits	1	
	Container, coffee	1	
	Container, sugar	1	
	Container, tea	1	
	Cup	48	
	Jug, milk, 4 oz.	2	
	Jug, milk, 2 pint	2	
	Knife, tea	8	
	Plate, dinner	8	
	Plate, tea	48	
	Pot, coffee	1	
	Saucepan, 2 pint	1	B.S. 1859.
	Saucepan, double, 4 pint	1	
	Saucer	48	
	Spoon, tea	48	
	Strainer, tea	8	
	Teapot, 1 pint	2	
	Teapot, 3 pint	1	
	Teapot, 6 pint	1	
	Tray	12	
	Cost Guide (excluding Group I)	£55	

(*k*) MALE STAFF REST ROOM

		Quantity	*Notes*
Basic List			
Group I:	Basin, lavatory	1	
	Dispenser, soap	1	
	Mirror	1	
	Shelf	1	
	Socket outlet, twin	1	
	Hook, clothes	2	
Group IIa:	Dispenser, towel	1	B.S. 1439.
Group IIb:	Divan	1	Or couch.
	Mattress	1	
	Chair, upright, small	1	
	Chair, easy, arm	1	
	Table, occasional, low	1	
	Bin, disposal, for paper towels	1	
	Table, side, small	1	
	Rug	1	
Group III:	Bin, waste paper	1	
	Pillow	2	
	Sheet	6	
	Blanket	3	
	Case, pillow	6	
	Counterpane	2	
	Window curtains	As required	
	Cost Guide (excluding Group I)	£65	

B. Additional Accommodation

(*l*) ROOM FOR VOLUNTARY WORKERS

		Quantity	*Notes*
Basic List			
Group I:	Telephone	1	
	Socket outlet, twin	1	
	Storage, cupboard	As required	
Group IIb:	Locker, clothes	6	Lockable.
	Table	1	
	Chair, upright, small	3	
	Mirror	1	
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£50	

(*m*) DUPLICATING ROOM

This room may be required in hospitals which do not include the group headquarters.

		Quantity	*Notes*
Basic List			
Group I:	Socket outlet, twin	1	
Group IIb:	Table, collating	2	5 ft. × 2 ft. With 25 section rack above, each section being 10 in. × 4 in. × 12 in.
	Machine, duplicating, and stand	1	
	Cupboard, steel	2	
	Chair, upright, small	2	
	Collator	1	
	Machine, photocopying	1	
Group III:	Bin, waste paper	2	
	Cost Guide (excluding Group I)	£280	
Additional List			
Group IIb:	Machine, duplicating	1	Required where more than 20,000 copies are reproduced per week.
	Cost Guide (additional list)	£100	

(*n*) SECONDARY STORAGE FOR MEDICAL RECORDS

		Quantity	*Notes*
Basic List			
Group I:	Shelving	As required	
	Worktop, small	1	
Group IIb:	Ladder, step	1	
	Cost Guide (excluding Group I)	£3	

(*o*) ROOM FOR TRAINING DOMESTIC STAFF AND SERVICING EQUIPMENT

		Quantity	*Notes*
Basic List			
Group I:	Socket outlet, twin	1	
	Storage, cupboard	As required	
	Worktop	1	
	Chalkboard	1	B.S. 3030, Part IV.
Group IIb:	Chair, upright, small	6	
Group III:	Cleaner, vacuum	1	B.S. 3028.
	Scrubber/polisher, electric	1	B.S. 3456. B.9.
	Cost Guide (excluding Group I)	£105	

B. Additional Accommodation

(*p*) DOMESTIC FOREWOMAN'S STORE

		Quantity	*Notes*
Basic List			
Group I:	Shelving	As required	
	Storage, cupboard	As required	
	Cost Guide (excluding Group I)	£—	

(*q*) FINANCE MACHINE ROOM

In larger hospitals the equipment listed below may need to be doubled.

		Quantity	*Notes*
Basic List			
Group I:	Socket outlet, twin	1	
Group IIb:	Machines and appliances	As required	To accord with the system employed.
	Chair or stool	1	
	Cupboard, steel	1	
	Table	1	
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£35	With the exception of the machines which should be separately justified.

(*r*) PRINTING MACHINE ROOM

		Quantity	*Notes*
Basic List			
Group I:	Socket outlet, twin	1	
Group IIb:	Machine, printing	As required	
	Chair, upright, small	1	
	Cupboard, steel	1	
	Table	1	
Group III:	Bin, waste paper	1	
	Guillotine	1	
	Cost Guide (excluding Group I)	£75	With the exception of the machines which should be separately justified.

(*s*) STRONG ROOM

		Quantity	*Notes*
Basic List			
Group I:	Shelving	As required	
	Storage, cupboard	As required	
Group IIb:	Table	1	
	Chair, upright, small	1	
	Cost Guide (excluding Group I)	£10	

B. Additional Accommodation

(*t*) CLEANERS' ROOM

This room will be required if the group headquarters is not in the hospital administrative centre.

		Quantity	*Notes*
Basic List			
Group I:	Bucket sink	1	
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Cupboard, storage	1	19 cu. ft. For day-to-day stock of cleaning materials, etc.
	Racks, pegs or hooks for implements ..	As required	
Group IIb:	Holder, paper sack	1	
	Trolley, domestic, small	2	
Group III:	Cleaner, vacuum	1	B.S. 3028.
	Scrubber/polisher, electric	1	B.S. 3456. B.9.
	Cleaning utensils	As required	
	Cost Guide (excluding Group I)	£150	

(*u*) STAFF CHANGING AND SANITARY FACILITIES

Where additional facilities are provided additional equipment will be required on similar lines to that shown under (*a*)(xv) and (*a*)(xvi) of the Basic Accommodation.

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III), applied to standard schedules of basic accommodation for departments of various sizes (as shown in the examples quoted in the Appendix to Building Note No. 18), suggest departmental equipment cost totals of the following order:

	Size of hospital			
	0–9 *points*	10–14 *points*	15–19 *points*	20 *points and over*
	Say 300 *beds*	*Say* 450 *beds*	*Say* 600 *beds*	*Say* 800 *beds*
	£	£	£	£
(*a*) General administration	7,550	8,850	10,950	12,400
(*b*) Rooms related to the main entrance	785	795	845	860
(*c*) Medical records	1,350	1,650	2,150	2,750

	Size of group headquarters		
	0–19 *points*	20–39 *points*	40 *points and over*
(*d*) Group headquarters	£2,500	£3,350	£4,000

In these totals no account is taken of the following:

(*a*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms.

(*b*) Equipment required in "additional accommodation", cost guides for which are shown on the appropriate pages as for basic accommodation.

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